

Chapter 08: Chapter 09: Employee Benefits
Section: Education & Training

Introduction

The State Employees Training Act of 1993 provides that TSBP may use public funds to provide training and education for administrators and employees. These policies and procedures are not applicable to employees who attend education and training at their expense and whose work schedule is not affected.

Recognizing that a well-trained work force helps the TSBP do a more efficient job, TSBP makes educational opportunities available to all employees. Seminar brochures are routed frequently. Opportunities to attend training as described above may be limited from year to year due to funding limitations.

The authority governing this section is Vernon's Texas Statutes and Codes Annotated Government Code, Title 6, Subtitle B, Chapter 656.

Types of Training

Employees, who meet the eligibility criteria described below, may apply and be approved to attend the following training events:

1. Workshop, conference, or seminar.
2. College degree program.
3. Continuing education course(s) at college level.
4. Certification program.

**Workshop
Conference
Seminar**

(A) Eligibility: This training must be related to the employee's current or prospective job duties.

(B) Procedures:

1. Employees must have the approval of the Division Director prior to registration. Division Directors must have the approval of the Executive Director prior to registration. Registration is subject to the availability of funds.
2. State compensatory time or overtime for non-exempt employees may be earned only if an employee is required by the TSBP to attend training outside their regular work hours. Prior approval from the employee's Division Director is required.
3. An employee may be permitted to attend training at the agency's or employee's expense during working

hours and count this time as hours worked, if approved by the Division Director.

College Degree Program

- (A) Eligibility: The training must be in a field directly related to the employee's current job duties.
- (B) Procedures:
 - 1. Employees must have the approval of the Division Director and the Executive Director prior to enrollment each semester. The Executive Director must have the approval of the Board prior to enrollment each semester.
 - 2. Employees should make every effort to schedule course attendance after working hours. Work hours may be adjusted, at the discretion of the Division Director and Executive Director, to accommodate attendance of classes. The Division Director and Executive Director may permit the employee to attend the program during work hours and count this time as hours worked. Otherwise, accumulated leave must be used. An employee may not accumulate compensatory time or overtime for attendance at such programs.
 - 3. All employees are required to be full-time employees of the TSBP while attending classes, and continue working a 40-hour work week. Exceptions may be granted by the Executive Director.
 - 4. Employees may receive financial assistance for tuition and/or books. The approval of such assistance is made by the Executive Director with input from the employee's Division Director and is subject to the availability of funds.

Employees receiving financial assistance from TSBP for a college degree program or college level training are required to fulfill the following terms and conditions:

- (a) Agree to remain an employee of the TSBP for a minimum period of three months after completion of each course for which financial assistance was received from TSBP.

- (b) Agree to repay in lump sum or as otherwise determined by the Executive Director, the amount of money expended by the TSBP for the class if the individual for any reason, except circumstances beyond his/her control, fails to complete the courses or otherwise defaults in any provisions of the agreement between TSBP and the employee.
- (c) Agree to be bound by any rules and regulations other than those already specified, that may be made by the TSBP prior to each semester's enrollment.

**Continuing
Education
Course(s)
at College Level**

- (A) Eligibility: The training must be in a field directly related to the employee's current job duties.
- (B) Procedures:
 1. Employees must have the approval of the Division Director and the Executive Director prior to enrollment for each course.
 2. Employees should make every effort to schedule course attendance after working hours. Work hours may be adjusted, at the discretion of the Division Director and Executive Director, to accommodate attendance of classes. The Division Director and Executive Director may permit the employee to attend the program during work hours and count this time as hours worked. Otherwise, accumulated leave must be used. An employee may not accumulate compensatory time or overtime for attendance at such programs.
 3. All employees are required to be full-time employees of the TSBP while attending classes, and continue working a 40-hour work week. Exceptions may be granted by the Executive Director.
 4. Employees may receive financial assistance for tuition and/or books. The approval of such assistance is made by the Executive Director with input from the employee's Division Director and is subject to the availability of funds. Employees receiving financial

assistance from TSBP for a continuing education program are required to fulfill the following terms and conditions:

- (a) Agree to remain an employee of the TSBP for a minimum period of three months after completion of each course for which financial assistance was received from TSBP.
- (b) Agree to repay in lump sum or as otherwise determined by the Executive Director, the amount of money expended by the TSBP for the class if the individual for any reason, except circumstances beyond his/her control, fails to complete the courses or otherwise defaults in any provisions of the agreement between TSBP and the employee.
- (c) Agree to be bound by any rules and regulations other than those already specified, that may be made by the TSBP prior to each course enrollment.

**Certification
Program**

- (A) Eligibility: Employees must be seeking training in a field directly related to his/her current or prospective job duties.
- (B) Procedures:
 - 1. Employees must have the approval of his/her Division Director and the Executive Director prior to enrollment.
 - 2. Employees should make every effort to schedule course attendance after working hours. Work hours may be adjusted, at the discretion of the Division Director and Executive Director, to accommodate attendance of classes. The Division Director and Executive Director may permit the employee to attend the program during work hours and count this time as hours worked. Otherwise, accumulated leave must be used. An employee may not accumulate compensatory time or overtime for attendance at such programs.
 - 3. All employees are required to be full-time employees of the TSBP while attending this program, and continue working a 40 hour work week. Exceptions

may be granted by the Executive Director.

4. Employees may receive financial assistance for fees and/or books. The approval of such assistance is made by the Executive Director with input from the employee's Division Director and is subject to the availability of funds.

Employees receiving financial assistance from TSBP for a certification program are required to fulfill the following terms and conditions:

- (a) Agree to remain an employee of the TSBP for a minimum period of three months after completion of the program for which financial assistance was received from TSBP.
- (b) Agree to repay in lump sum or as otherwise determined by the Executive Director, the amount of money expended by the TSBP for the program if the individual for any reason, except circumstances beyond his/her control, fails to complete the program or otherwise defaults in any provisions of the agreement between TSBP and the employee.
- (c) Agree to be bound by any rules and regulations other than those already specified, that may be made by the TSBP prior to the enrollment of the program.

Application Procedures

Employees should apply in writing to their Division Director for approval to attend any type of training.

1. The Team Leader may recommend to the Division Director approval or disapproval of the request. Subsequent recommendation is made, if required, to the Executive Director for final approval. A copy of the request approval and disapproval must be sent to the Staff Services Officer for filing in personnel records.
2. The Division Director notifies the Team Leader and the employee of the approval or disapproval of the training event.
3. Team Leaders and Division Directors may initiate requests

for themselves or personnel under their supervision.

4. Proof of attendance at any training event is required at the conclusion of the program. Continuing education documents, training agendas or a transcript of the grade or certification received may be used as proof of attendance. Copies of these documents should be routed to the Staff Services Officer and Accounting.

